



architecture • planning • interior design

CMA is seeking qualified candidates to fulfill a Project Specialist position. Our ideal applicant is self-motivated, responsible, able to multi-task, and enjoys variety. The position includes regular interaction with Senior Project Architects/Managers and other staff.

Key Responsibilities:

- Responsible for preparation of construction documents and drafting support for assigned projects
- Meet task and project deadlines
- Regular interaction and coordination with engineers/sub consultants
- Perform code searches and initial project due diligence
- Assisting the PM to implement a project through all phases of design

Qualifications:

- Associates, Bachelor's, or Master's degree in Architecture or Interior Design
- 0-3 years relevant experience
- Works well in a team-oriented environment
- Willingness to learn and grow
- Excellent organizational and time management skills

Required Software:

- Revit
- AutoCad
- Sketchup
- Adobe CC Suite

CMA provides a competitive salary package with benefits including:

- Health insurance
- Vision coverage
- Dental coverage
- 401(k) match
- Paid Time Off
- Flex schedule

Qualified candidates, please submit resume and cover letter to resumes@cmarch.com.